

**William B. Accurate, Esq.**  
**Client Trust Account**

**TRANSACTION REGISTER**

DATE	CK. NO.	TRANSACTION	DEPOSITS	PAYMENTS	✓	BALANCE
		CLIENT MATTER & PURPOSE				
02/01/04		Opening Deposit	100.00			100.00
		Maintenance				
02/02/04		Deposit (IOU Insurance Co.)	15,000.00			15,100.00
		Innocent PI Settlement				
02/08/04	1000	James Innocent		7,262.50		7,837.50
		P.I. Settlement				
02/08/04	1001	Wm. B. Accurate		5,137.50		2,700.00
		Innocent (Fees & Costs)				
02/08/04	1002	Dr. Ben Chiopsu		2,600.00		100.00
		Innocent				
02/12/04		Deposit (Marvin Fight)	2,000.00			2,100.00
		Fight (Advance)				
02/17/04	1003	Clerk of Court		212.00		1,888.00
		Fight – Filing Fee				
02/17/04	1004	Register of Deeds		5.00		1,883.00
		Fight – Lis Pendens				
02/27/04	1005	Clerk of Court		4.00		1,879.00
		Fight – Copies				
02/27/04	1006	Wm. B. Accurate		620.00		1259.00
		Fight – Atty Fees				
02/28/04	DM	Check Print Fees		25.32		1233.68
		Maintenance				
02/28/04	DM	Bank Service Charge		6.78		1,226.90
		Maintenance				

## INDIVIDUAL CLIENT LEDGERS

**Client:**       **Fight, Marvin**  
**Matter:**     **Divorce**

Date	Ck No.	Transaction	Deposits	Disbursemts		Balance
02/12/04		Advanced Fees	2,000.00			2,000.00
02/17/04	1003	Clerk of Court (Filing Fees)		212.00		1,788.00
02/17/04	1004	Register of Deeds ( <i>Lis Pendens</i> )		5.00		1,783.00
02/27/04	1005	Clerk of Ct. (Copies)		4.00		1,779.00
02/27/04	1006	William B. Accurate (Atty. Fees)		620.00		1,159.00

**Client:**       **Innocent, James**  
**Matter:**     **Personal Injury**

Date	Ck No.	Transaction	Deposits	Disbursemts		Balance
02/02/04		IOU Insurance Co.	15,000.00			15,000.00
02/08/04	1000	James Innocent		7,262.50		7,737.50
02/08/04	1001	Wm. B. Accurate		5,137.50		2,600.00
02/08/04	1002	Dr. Ben Chiopsu		2,600.00		-----

**Client:**       **None/Law Firm Funds to Cover Bank Charges**  
**Matter:**     **Maintenance Account**

Date	Ck No.	Transaction	Deposits	Disbursemts		Balance
02/01/04		DEPOSIT	100.00			100.00
02/28/04	DM	Check Printing Charge		25.32		74.68
02/28/04	DM	Service Charges		6.78		67.90
04/06/04		DEPOSIT	32.10			100.00

# TRUST ACCOUNT RECONCILIATION

Date of Statement: \_\_\_\_\_ Date Reconciled: \_\_\_\_\_

<b>1.</b>	<b>Bank Statement Ending Balance:</b>	\$	
<b>2.</b>	<b>Subtract: Outstanding Checks</b>		
	<b>Check No.</b>	<b>Amount</b>	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>3.</b>	<b>Total of Outstanding Checks:</b>	\$	
<b>4.</b>	<b>Add: In-Transit Deposits:</b>		
		<b>Amount</b>	
		\$	
		\$	
		\$	
		\$	
<b>5.</b>	<b>Total of In-Transit Deposits:</b>	\$	
<b>6.</b>	<b>Reconciled Bank Statement Balance:</b> (Subtract Line 3 from Line 1, and Add Line 5)	\$	



<i>Before inserting the Register Balance below, be sure to make any necessary adjustments to the balance in your Transaction Register due to service charges and/or other deductions or credits to the account that are identified in the Bank Statement.</i>		
<b>7.</b>	<b>Transaction Register Balance:</b>	\$

**RECONCILIATION SHEET**  
**Page Two**

<b>8.</b>	<b>Client Ledger Balance:</b>		
	<b>Client Name:</b>	<b>Client Balance</b>	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>9.</b>	<b>MAINTENANCE ACCOUNT</b>	\$	
<b>10.</b>	<b>Client Ledger Balance:</b> <b>(Total of Client Balances and</b> <b>Account Balance)</b>	<b>Maintenance</b> <b>\$</b>	

**TO COMPLETE THE MONTHLY RECONCILIATION, THE FOLLOWING BALANCES MUST BE EQUAL:**

**LINE 6            Reconciled Bank Statement Balance:            \$ \_\_\_\_\_**  
**Line 7            Transaction Register Balance:            \$ \_\_\_\_\_**  
**Line 10           Client Ledger Balance:            \$ \_\_\_\_\_**